

## **Investigation Board Board Action Report**

**Notation No 32:**

CSB Order 005

1. Whereas the CSB would like to reimburse certain applicants for employment at the CSB for their travel expenses incurred in connection with pre-employment interviews; and
2. Whereas the CSB is empowered to adopt its own policy concerning this matter under 5 U.S.C. sec. 5706(b), 5 C.F.R. sec. 572.101 , and 42 U.S.C. section 7412(r)(6)(N);

Therefore, the Board votes to adopt the attached CSB draft order 005 as Board Order 005.

**Approval Date:** March 2, 2000

	<u><b>Approve</b></u>	<u><b>Disapprove</b></u>	<u><b>Not Participating</b></u>
<b>Paul L. Hill</b>	<b>x</b>		
<b>Isadore Rosenthal</b>	<b>x</b>		
<b>Gerald Poje</b>	<b>x</b>		
<b>Andrea Taylor</b>	<b>x</b>		

**CSB Order 005**

**CSB POLICY ON PAYMENT OF PRE-EMPLOYMENT INTERVIEW  
EXPENSES**

Under 5 U.S.C. sec. 5706(b) and 5 C.F.R. sec. 572.101, the CSB has the authority to pay an applicant for expenses for travel to and from a pre-employment interview.

Pursuant to this authority, the CSB hereby establishes the following policy on payment of pre-employment interview expenses:

- The CSB may pay pre-employment interview travel expenses for qualified applicants for any vacant position at the CSB, provided that the applicant lives outside of the Washington, D.C., metropolitan area, merits an interview in the judgment of the hiring official, and is otherwise eligible for reimbursement in accordance with this Order and the pertinent provisions of federal law;
- The Chief Operating Officer of the CSB or a designee will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses;
- The Chief Operating Officer of the CSB or a designee will determine what expenses will be paid for each individual interviewee in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304);
- A decision made in connection with one vacancy does not require a like decision in connection with future vacancies;
- Payment of travel expenses must be in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304); and
- The Chief Operating Officer or a designee is required to maintain records of payments made under this policy and to make these records available to the Board and OPM upon request.

**UNITED STATES CHEMICAL SAFETY AND HAZARD INVESTIGATION  
BOARD**

March 2, 2000